

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1271

Schedule Supersedes 704-18 dated 10/2/79

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF THE ENVIRONMENT: TOXICS, ENVIRONMENTAL SCIENCE AND HEALTH
ENVIRONMENTAL HEALTH PROGRAM

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>INSPECTIONS AND REPORTS FILES</p> <p>This file series contains copies of all inspections conducted by staff personnel concerning Toxic Materials and health hazards. Outside inspections of agencies are submitted to us. The inspection may include survey reports concerning employee health programs, occupational and environmental health hazards, health testing and screening, and stress-alcohol and drug programs.</p>	Retain for 5 years, then destroy
2.	<p>OCCUPATIONAL HEALTH NURSING FILES</p> <p>This file series covers all types of occupational health nursing files, including correspondence concerning courses and practices, immunization programs, personal hygiene, workmen's compensation and the role of community nurse in industry and county health departments.</p>	Retain for 5 years, then destroy
3.	<p>LAWS, REGULATIONS AND LEGISLATION FILES</p> <p>This file series contains copies of Federal and State laws pertaining to toxic substances as occupational and health hazards. There is also correspondence pertaining to these laws and regulations</p>	Retain until reference value ceases, then destroy
4.	<p>DIRECTIVES, POLICY STATEMENTS AND HISTORY FILES</p> <p>This file series contains directives and policy statements from the Governor, Attorney General, and officers in the Department of the Environment pertaining to toxic substances and history of occupational health.</p>	Retain permanently. Transfer periodically to the State Archives.
**THIS SCHEDULE SUPERSEDES SCHEDULE NO. 704-18		

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4/30/91
Date

RP Lin / [Signature]
Signature

Administrative
Title

7/4/91
Date

[Signature]
State Archivist

503-330-1
REV. 7/33

DEPARTMENT OF GENERAL SERVICES
Records Management Division
Schedule Supersedes 704-18 dated 10/2/79

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PAGE
NO. 2 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND DEPARTMENT OF THE ENVIRONMENT; TOXICS, ENVIRONMENTAL SCIENCE AND HEALTH:
ENVIRONMENTAL HEALTH PROGRAM

AGENCY		DIVISION
Item No.	Description	Retention
5.	<p>ADMINISTRATOR'S CORRESPONDENCE</p> <p>This file series contains Program Administrator's correspondence pertaining to cancer, communicable diseases, health care and education, etc. There are also newspaper clippings, toxicology charts, complaints and death certificates</p>	<p>Cancer Files - Retain for ten (10) years then destroy</p> <p>All other material retain for 3 years they destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4/23/91
Date

BP Lim/ML
Signature

Administrator
Title

9/4/91
Date

S. Swide
State Archivist

Fig. 8